

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

[Client Name]

[Client Representative Name/Title]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT - Case/Matter: [Matter Name/Reference Number]

Dear [Client Name/Representative],

This letter serves as a formal final demand for payment regarding outstanding legal fees for corporate counsel services rendered by [Law Firm Name].

According to our records, your account is currently past due in the amount of \$[Total Amount Owed]. This balance reflects services provided between [Start Date] and [End Date]. Detailed invoices were previously sent to you on [List Dates of Previous Invoices].

Despite our prior attempts to resolve this matter through correspondence on [Dates of Previous Follow-ups], we have not received the required payment or a proposal for a payment plan.

Please be advised that if payment is not received in full by **[Deadline Date, e.g., 5:00 PM on Friday, October 27, 2023]**, we will be forced to take further action to protect our interests. This may include, but is not limited to:

- Formal withdrawal from all pending legal matters.
- Commencement of legal proceedings to recover the debt, including interest, late fees, and collection costs as permitted by our engagement agreement.
- Reporting the delinquency to relevant credit agencies.

Please remit payment via [Payment Method: e.g., Check, Wire Transfer, Online Portal].

If you believe this letter has been sent in error, or if you wish to discuss a prompt settlement of this debt, contact [Contact Name] immediately at [Phone Number] or [Email Address].

We expect your immediate attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Partner]
[Law Firm Name]